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'NOTIFICATION'

The 6th February, 2025

No. PPC/2024-25/3138.-

LEAVE RULES FOR THE EMPLOYEES OF PUNJAB PHARMACY COUNCIL

LEAVE RULES FOR PERMANENT EMPLOYEES OF PUNJAB PHARMACY COUNCIL:

Different types of leaves that can be availed by Permanent Employees of the council are:

1. Casual leave.
2. Earned leave.
3. Half pay leave.
4. Maternity leave.
5. Paternity leave.

I. CASUAL LEAVE

The number of casual leaves that can be availed by Permanent Employees of the council is as under:

Sr. No.	Duration of service	Casual Leaves	Number of leaves available in one spell
1.	Upto 10 years	10 days	16 days in one spell
2.	>10 years upto 20 years	15 days	
3.	>20 years	20 days	

Note: Permanent Female employees will get 20 casual leaves irrespective of their service.

II. EARNED LEAVE

a. Earned leave admissible to Permanent Employees of the council:

- I. 1/24th of the period spent on duty, during the first 10 years of his/her service;
- II. 1/18th of the period spent on duty during the next 10 years of his/her service;
- III. 1/12th of the period spent on duty, thereafter.

Note 1:

The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave.

- Accumulation of earned leave is permissible upto 450 days.
- Leave preparatory to retirement may be allowed upto 300 days on full pay, provided it is due.

Note 2:

—In a case, where an employee of the council who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him/her as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:—

- (i) leave preparatory to retirement upto 300 days on full pay, if it is due; or
- (ii) earned leave upto the extent leave preparatory to retirement is admissible as in clause (a) with permission to combine it with any other kind of leave, if due.

To simplify:

S. No.	Duration of Service	Leaves in days
1.	10 years service or less	15 days
2.	with more than ten years service but not exceeding 20 years service	20 days
3.	over 20 years service	30 days

III. HALF PAY LEAVE

- a. The half pay leave admissible to Permanent Employees of the council in respect of each completed year of service is 20 days.
- b. The half pay leave due may be granted to a council employee on medical certificate or on private affairs.
- c. Commuted leave not exceeding half the amount of half pay leave due may be granted to a council employee on medical certificate only subject to the following conditions:
 - (i) Commuted leave during the entire service shall be limited to a maximum of (240) days;
 - (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

- (iii) Half pay leaves up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the council employee will return to duty on its expiry, and provided further that no commuted leave may be granted unless it has been applied for at least 15 days at a time.

Note 1.— The option once exercised will be final and debars a council employee from claiming re-conversion, as a matter of right, though the authority which granted leave can (if so disposed) allow it.

Note 2.— When commuted leave is granted to a council employee under this rule and he/she intends to retire subsequently, the commuted leave should be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the council employee who avails himself/herself of commuted leave but the question whether the council employees concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily thrust upon him/her by reason of ill-health, incapacitating him/her for further service or in the event of his/her death no refund should be taken.

- d. Same in the case of leave preparatory to retirement 'leave not due' may be granted to a Council employee in permanent employ for a period not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the council employee may earn subsequently.

Note 1— Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to the half pay leave he/she is likely to earn thereafter.

Note 2— As for half pay leave in respect of a completed year of service during which service was rendered partly in a Group 'C' post and partly in a Group 'D' post, this leave will be calculated on a pro-rata basis separately in respect of Group 'C' service or Group 'D' service and then added up. The fraction, if any, present in the total half pay leave for the particular year will be ignored if it is less than half, or reckoned as one day if it is half or more.

Note 3—The half pay leave earned by a council employee in respect of a completed year of service can be availed of by him/her during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

IV. MATERNITY LEAVE

- (a) The competent authority may grant to a female council Permanent employee- maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a medical certificate and the grant of such a leave, shall be so regulated that the date of confinement falls within the period of this leave and the leave so granted shall not be debited against the leave account of the female council permanent employee: Provided that no leave under this sub-rule shall be granted to a female employee who has three or more living children.

Note.—Extension in leave, if any, on the expiry of maximum period of 180 days maternity leave, shall be permissible by the grant of leave of the kind due.

Note 1.—During such period she shall be paid leave salary equal to the pay drawn Immediately before proceeding on leave. The term “pay” in this rule includes officiating pay: provided the authority sanctioning the leave certifies that the council employee would have continued to officiate had she not proceeded on leave.

Note 2.—Where a female council employee has less than two living children, maternity leave under this rule may also be granted in cases of miscarriages and abortion including abortion included under the Medical Termination of Pregnancy Act, 1971, subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered medical practitioner and, in case of doubt, certificate of a Principal Medical Officer or Assistant to a Civil Surgeon or Senior Medical Officer may be called for:

Provided that a female council employee having two or more children shall not be entitled to avail of this concession, but if required, can be sanctioned leave of the kind due, on the production of a medical certificate.

- (b) Any other kind of leave may be permitted to be prefixed in maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note 1.—This rule does not preclude the grant of maternity leave in continuation of leave of any kind.

Note 2.—Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female council employee producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother’s personal attention and her presence by the baby’s side is absolutely necessary.

V. PATERNITY LEAVE

1. A male council Permanent employee having less than two surviving children, may be granted Paternity Leave upto a maximum of 15 days (after commuting half pay leave of 30 days).
2. Such leave shall be admissible during the confinement of his wife for childbirth, i.e. upto 15 days before or upto 15 days after the date of delivery of the child.
3. During the period of such leave, the council employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

LEAVE RULES FOR CONTRACTUAL EMPLOYEES OF PUNJAB PHARMACY COUNCIL:

Leaves that can be availed by contractual employees of the council are:

1. Casual leave: One Casual Leave per month during the contract period.

Sd/-

(DR. PREETI PADDA)

REGISTRAR

PUNJAB PHARMACY COUNCIL